

LOCKDOWN PROCEDURES

1. If you hear, “**LOCKDOWN**” over the intercom or an administrator announces the lockdown in person:
 - a. Everyone is to stay where they are.
 - b. **Classroom teachers** are to:
 - I. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - ii. Lock your door.
 - iii. Lower or close any blinds.
 - iv. Place students against the wall, so that the intruder cannot see them looking in the door. Look for the ‘**Safe Corner**’.
 - v. Turn out lights and computer monitors.
 - vi. Keep students quiet.

Note: All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

- c. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
 - d. Any students in the cafeterias should move to the nearest classrooms.
 - e. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
 - f. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
 - g. Anyone in the hallway should move to the closest classroom immediately.
 - h. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
 - I. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
3. An administrator will signal all personnel if the lockdown has been lifted.
4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

EVACUATION PROCEDURE	BOMB THREAT PROCEDURE	LOCKDOWN PROCEDURE
<p>1. Possible reasons for an evacuation to be initiated:</p> <ul style="list-style-type: none"> • An incident after a lockdown; • Fire; • Natural gas leak; • Hazardous chemical leak inside the building; • Localized flooding; • Fumes from an unknown source; <p>2. Persons who can call for an evacuation:</p> <ul style="list-style-type: none"> • Administrators; • Office staff; • Law enforcement; <p>3. Office staff or campus administrators are to call 911 and notify Central Office.</p> <p>4. Central Office will notify the school board.</p> <p style="text-align: center;">Evacuation Drill</p> <p>1. An evacuation drill maybe initiated by personal contact from an administrator or law enforcement officers or via an announcement over the intercom.</p> <p>Classroom teachers should:</p> <ul style="list-style-type: none"> • Listen for specific directions. • Immediately instruct students to shut off monitors, Bunsen burners, welding equipment, etc. • Locate and take attendance book; • Turn off air conditioner if possible; • Turn off lights; • Close windows; • Close doors but do not lock; • Exit quickly but do not run; • While exiting, scan areas for anything out of the ordinary and to ensure all students have exited; • Go to a safe distance as designated; • Keep students quiet in the event of further directives; <p>2. An administrator will signal all personnel when the building is safe to re-enter.</p>	<p>1. As caller calls in threat, 'Bomb Threat Information Form' should be completed.</p> <p>2. Immediately after receiving a bomb threat call, hang up and dial '9' and '*57'.</p> <p>3. Notify 911 (use non-emergency number if it is a drill – state that the campus is having a drill.</p> <p>4. Quickly scan your immediate area of building prior to evacuation. (Devices are more likely to be outside or in a common area.)</p> <p>5. If bomb threat is determined to be real, follow 'Evacuation Procedure' or 'Lockdown Procedure' as determined by threat.</p> <p>Note: Radios/cell phones/pagers should be turned off during a bomb threat. Electronic communication signals could trigger certain types of bombs.</p> <p style="text-align: center;">BOMB THREAT INFORMATION FORM (Be calm and courteous; do not interrupt the caller; quietly notify an administrator)</p> <p>Name of person receiving the call: _____</p> <p>Time: ____ Date: ____ Length of call: ____</p> <p>Caller ID #: _____ Race: _____</p> <p>Check appropriate information: Caller is: ____ male; ____ female; ____ adult; ____ youth; Caller's Voice Characteristics: ____ loud; ____ soft; ____ deep; ____ raspy; ____ high-pitched; ____ persistent; Caller's Language: ____ excellent; ____ poor; ____ fair; ____ profane; Caller's Manner: ____ irrational; ____ rational; ____ angry; ____ calm; ____ nervous; ____ sober; ____ drunk; ____ emotional; ____ incoherent; ____ laughing; ____ voice is familiar; Background Noises: ____ street; ____ animals; ____ music; ____ voices; ____ work place noises;</p> <p>Sample questions to ask caller: When will it go off? _____ How much time is left before it goes off? _____ What kind of bomb? _____ Where are you now? _____ How do you know so much about the bomb? _____ What is your name? _____ Why did you plant the bomb? _____</p>	<p>The lockdown/shelter-in-place code is "Lockdown" or an administrator will inform you in person.</p> <p>1. Reasons for a lockdown to be initiated:</p> <ul style="list-style-type: none"> • An out of control student who is a threat to the safety of our students, staff, or himself/herself; • Someone who has a gun or weapon; • An intruder; • Hazardous chemical outside the building; • A weather related event; <p>2. Persons who can call a lockdown;</p> <ul style="list-style-type: none"> • Administrator; • Law enforcement; • Office staff; <p>Campus office staff is to notify Central Office; Central Office staff will notify Palacios ISD School Board.</p> <p style="text-align: center;">LOCKDOWN CHECKLIST</p> <p>1. Parents were informed prior to a drill or after an actual event. ____</p> <p>2. Scenario was reviewed with staff prior to the event. ____</p> <p>3. Student/staff went inside, closed the doors, and closed and locked all windows. ____</p> <p>4. Hang signs on outside doors and office indicating a lockdown is occurring. ____</p> <p>5. Roll call of students and staff. ____</p> <p>6. Turn off air conditioning/exhaust fans. ____</p> <p>7. Close drapes and curtains. Window panel in door should be unobstructed. ____</p> <p>8. Rooms were designated for people to go to during a drill. ____</p> <p>9. Turn off pilot lights, but electricity should remain on. ____</p> <p>10. Call 911 (non emergency # during drill) and alert central office. ____</p> <p>11. Check whether anyone left the building during drill or actual event. ____</p> <p>12. Debriefing after drill or event. ____</p>